



# Laborer

## Announcement # JB-11-015

**Salary: \$11.25 per hour    Series/Grade: NA-3502-02**  
**Naval District Washington - Fleet and Family Readiness Program**  
**Department of the Navy Non-Appropriated Funds**

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**LOCATION: Bolling Club, JB Anacostia-Bolling**

OPENED: 1 February 2011  
CLOSES: OPEN CONTINUOUS

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**AREA OF CONSIDERATION: ALL SOURCES**

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**FLEXIBLE (0-40 HOURS PER WEEK) NO BENEFITS OFFERED**

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Submit required forms OF-612 AND OF-306 (forms available for download on <http://cnic.navy.mil/NDW/About/Jobs/> To: Fleet and Family Readiness Program, ATTN: Human Resource Office, 12 Brookley Ave. Ste. 108, Washington, DC 20032. A résumé may be included with the required forms, but not instead of the OF-612 and OF-306. Please Direct Inquiries to: (202) 404-7077

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### **DUTIES AND RESPONSIBILITIES**

Performs one or more of the following duties:

Loads and unloads heavy boxes, bulky supplies, and materials to and from trucks, dollies, etc. Moves heavy boxes or cartons by hand, hand-truck, or dolly. Opens crates and boxes using crowbars and cuts bands using shears. Stacks boxes and cartons where directed. Using a shovel, digs ditches where grading and sloping is not required. Fills holes with dirt and levels bumps and low places using shovel, hand tamper, and rake. Runs hand and powered (walking type) lawnmowers which do not require very heavy physical effort. Clears small trees and bushes using hatchet, handsaw, or clipper. Moves and arranges furniture as directed. May shovel snow sand or dirt from sidewalks. Collects and empties garbage cans, burns garbage and trash. Washes and waxes cars and trucks by hand or using powered buffer. Performs other related duties as required.

### **SKILLS AND KNOWLEDGE REQUIRED**

Knowledge and skill sufficient to run lawnmowers and use hand buffers, hatchets, saws, hand and other tools requiring the same level of knowledge and skill. Knowledge and skill sufficient to read signs and follow simple oral and written instructions. Ability to work safely while moving light to heavy weight objects. Exerts moderately heavy physical effort in doing such tasks as occasionally lifting and carrying heavy objects (weighing about 50 lbs) Must be able to obtain access to base computer system if applicable. Position subject to satisfactory completion of background investigation.

Visit our web site:

<http://cnic.navy.mil/NDW/About/Jobs/>

**Note: All applicants must address the qualification requirements on your resume/application. If all required qualifications are not cited on your resume/application you will be disqualified.**

Some positions have special requirements. In these cases selection is tentative pending satisfactory completion of these requirements. Applicants may be required to provide proof of education, etc.

As a condition of employment, the selected individual will be required to participate in the Direct Deposit/Electronic Fund Transfer program.

Spouses of active duty military members of the Armed Forces may receive preference in hiring under this announcement if they are among the best qualified referred and are within reach of selection. Please clearly identify in your application that you are asking for spouse preference and submit a copy of current PCS orders. **Failure to submit current PCS orders with application will prevent spousal preference from being granted.**

The Department of Navy is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation, or any other non-merit factor.

The Department of the Navy provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require reasonable accommodation should contact our Human Resource Office to ensure that the Department of the Navy can consider such requests. The decision to grant an accommodation will be made on a case by case basis.

**Visit our web site:**

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